ARC Counseling Process

Lupe M. Velasquez
ARC Small Business Specialist
Ames Research Center

November 2009

ARC Counseling Types

- Telephone counseling and/or email exchanges

- Scheduled appointments

- Joint meetings with Procurement Personnel

- Technical Expos and Matchmaking sessions

- Available on a daily basis

- Provides information on doing business with NASA and on current acquisitions

- Capability information forwarded to Contracting Officers, Technical Organizations and/or Prime Contractors

- Emails normally returned within 2 - 3 days

- Available upon request

- 45 minutes allotted for each session

- Individual sessions occur based on mutually agreeable dates

- ARC Participants:

  - Center Small Business Specialist (SBS)

  - Procurement Officer (if requested & scheduled)

  - ARC procurement and technical personnel

  - ARC Competition Advocate

- Invitations extended to small businesses exhibitors

- Each company allotted 20 minutes for matchmaking sessions

- Prime contractors and SBS available for matchmaking

- Sessions focused on small business classifications and core competencies which match upcoming ARC requirements

- Two Tech Expos per year (Mar/APR and Nov/Dec)

- Technical requesters encouraged to participate in expos

➢ Focus areas:

- Core Competencies:
    - Information Technology
    - Engineering
    - Institutional support (logistics, environmental services, occupational safety, administrative services)
    - Research and development

ARC Small Business Program Contacts

CONTACT	TITLE	EMAIL	PHONE
Lupe Velasquez	Small Business Specialist	Lupe.M.Velasquez@nasa.gov	(650) 604-4522
Christine Munroe	Contracting Officer	Christine.L.Munroe@nasa.gov	(650) 604-4522
Lewis Braxton III	Competition Advocate	Lewis.Braxton@nasa.gov	(650) 604-xxxx
Paul Chann	SBA PCR for ARC	Barabara.j.jenkins@nasa.gov	(415) xxx-xxxx

Location: Bldg. 241, Room 258

http://ec.msfc.nasa.gov/msfc/doin_bus.html (Web Site)

2nd Annual NASA/JPL Small Business Symposium and Awards Ceremony